

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Nursery Attendant (Seasonal)	<u>Revision Date:</u>	02/06
		<u>EEO Function:</u>	Parks & Rec
		<u>EEO Code:</u>	Paraprofessional
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	50916

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Nursery Supervisor, organizes and supervises the Nursery program and participants.

III. Essential Duties

- Monitor the activities and the environment of the children left in the care of the Nursery ensuring a clean, healthful and safe environment.
- Use the sweeper to continually clean the floor.
- Pick up all of the toys periodically during, and at the end of each shift.
- Monitor the children for cleanliness and good health.
- Wash the children's hands each time they use the restroom and before eating
- Check diapers as needed.
- Contact parents if their children are sick.
- Check all of the nursery toys and supplies for safety on an ongoing basis.
- Book reservations, monitor fees paid and disseminate information to the public.
- Have a thorough knowledge of all programs, memberships, facilities, special functions and policies and procedures.
- Assist in the preparation of an annual assigned budget.
- Maintain and verify emergency medical information for off-premises children by recording required information according to the Alta Canyon Sports Center's standards.
- Verify the existence of medical information on each child.
- Assist in helping retain members.
- Coordinate assigned program with other center programs to ensure teamwork and efficient operation of all activities.
- Complete all special assignments as delegated by the Nursery Supervisor.
- Handle complaints, questions, and concerns from clients and members.
- Document action taken on major complaints and report to the Nursery Supervisor.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Experience: Six months experience in infant and child care; High School Diploma or equivalent required; valid Utah Driver's License required. Background check and TB test required prior to working with children.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Current methods and principles involved in Child Care; games, sports, arts and crafts, storytelling, music; correct English usage, spelling, and vocabulary; CPR, First Aid and Food Handler's

Permit certification required within 30 days of hire.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction.

Communication Skills: Work with public, including adult and children; communicate effectively verbally and in writing; establish and maintain effective working relationships with department head, employees and the public; contacts requiring tact and judgement to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; occasional use of a personal computer, and fax machine.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Generally comfortable working conditions; frequent field work in coordinating and directing programs; moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 25 lbs.; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.